



## NOTICE OF SOLICITATION

SERIAL **04124-RFI**

### **REQUEST FOR INFORMATION: RECORDS MANAGEMENT SOFTWARE SYSTEM**

Notice is hereby given that sealed Requests for Information will be received by the Materials Management Department, Materials Management Center, 320 West Lincoln Street, Phoenix, Arizona 85003-2494, until **2:00 P.M./M.S.T** on **AUGUST 3, 2004** for the furnishing of the following for Maricopa County. The Materials Management Director or his designated representative, at an open, public meeting at the above time and place will open the submittals.

All submittals must be signed, sealed and addressed to the Materials Management Department, Materials Management Center, 320 West Lincoln Street, Phoenix, Arizona 85003-2494, and marked, "**SERIAL 04124-RFI REQUEST FOR INFORMATION: RECORDS MANAGEMENT SOFTWARE SYSTEM.**"

SUBMITTALS WITH INSUFFICIENT POSTAGE WILL NOT BE ACCEPTED  
BY THE MARICOPA COUNTY MATERIALS MANAGEMENT CENTER

#### INQUIRIES:

CHARLES HINEGARDNER  
PROCUREMENT CONSULTANT  
TELEPHONE: (602) 506-6476

**NOTE:** MARICOPA COUNTY PUBLISHES ITS SOLICITATIONS ONLINE AND ARE AVAILABLE FOR VIEWING AND/OR DOWNLOAD AT THE FOLLOWING INTERNET ADDRESS:

<http://www.maricopa.gov/materials/bidinfo.html>

## **REQUEST FOR INFORMATION: RECORDS MANAGEMENT SOFTWARE SYSTEM.**

### **1.0 PURPOSE:**

The Maricopa County Facilities Management Department (FMD) is seeking information from qualified firms for an integrated electronic records management software system. This is a solicitation for: 1) Current literature for services, including copies of other government projects of similar systems; 2) Product demonstrations and/or access to current project Websites; and 3) High-level technical architecture models and descriptions.

If interested, parties should respond by submitting information on the above services.

### **2.0 INTENT**

The intent of this Records Management Software System is to manage paper documents until the retention schedule allows their destruction. It is planned to transition to an electronic system at a selected date. The FMD will be going to a shelving filing system, using color coded, end-tabbed, folders requiring a bar coded tracking system for paper documents.

### **3.0 REQUIREMENTS**

The system shall be an integrated one capable of tracking paper documents, boxes, electronic files and imaged documents (preferred to a system which has an interface with document imaging).

### **4.0 SPECIFICATIONS**

4.1 The software should have the capability of interfacing with any ODBC software components (such as Aperture), as well as the Microsoft Office suite of software. It should not have any proprietary components.

4.2 It should be capable of retention management regardless of media type.

4.3 It should be viewable by function and security (by division, etc.)

4.4 It should be internet/intranet/extranet capable.

4.5 It should have workflow capabilities such as document routing and reporting.

### **5.0 REVIEW PROCESS:**

5.1 Representatives from the County's Facilities Management Department, with activities coordinated by a procurement consultant from the Maricopa County Department of Materials Management, will review the RFI's submitted.

- 5.2 Some or all of the information obtained through the review process may be incorporated into a solicitation for a Request for Proposal (RFP).

**6.0 SUBMISSION OF INFORMATION:**

- 6.1 Submit written responses of literature and pricing estimates (50 page limit) to Maricopa County Materials Management, 320 W. Lincoln, Phoenix, AZ 85003-2494, Attn: Charles Hinegardner, Procurement Consultant, no later than **August 3, 2004**. Faxed questions or comments may be sent to (602) 258-1573, same attention. **It is requested that one original and 5 copies of the proposal be submitted.**

MARICOPA COUNTY MATERIALS MANAGEMENT  
320 W. Lincoln St., Phoenix, Arizona 85003-2494,  
Phone (602) 506-3244, Fax (602) 258-1573